

Minimum Qualification Specification  
for the Class:

TAXATION COMPLIANCE COORDINATOR  
(TAXATION COMPLIANCE COORD)

**Basic Education/Experience Requirements**

Graduation from an accredited four (4) year college or university with a bachelor's degree.

Excess work experience as described under the Specialized Experience, below, or any other responsible administrative, professional or analytical work experience that provided knowledge, skills and abilities comparable to those acquired in four (4) years of successful study while completing a college or university curriculum leading to a baccalaureate degree may be substituted on a year-for-year basis. To be acceptable, the experience must have been of such scope, level and quality as to assure the possession of comparable knowledge, skills and abilities.

The education or experience background must also demonstrate the ability to write clear and comprehensive reports and other documents; read and interpret complex written material; and solve complex problems logically and systematically.

**Experience Requirements**

Applicants must have had the kind, quality and amount of experience as specified in the following paragraphs, or any equivalent combination of training and experience.

Specialized Experience: Four (4) years of professional work experience in one or a combination of A or B below. Such experience must have demonstrated knowledge of federal and state tax laws, rules and regulations and their application to various tax issues. The experience may have been gained in the public or private sector, but must have demonstrated responsibility for rendering sound expert decisions and determinations.

- A. Authoritative professional experience which involved, as a major activity, substantive involvement in reviewing, analyzing and interpreting and applying tax laws, rules and regulations, legal opinions, court decisions and other pertinent documents to resolve and advise on complex tax issues.

- B. Responsible professional work experience as an attorney dealing with tax matters as a substantial portion of time, which included conducting legal research on tax matters and demonstrated knowledge of tax laws, rules and regulations, legal opinions, court decisions and other pertinent documents and their application to various tax issues.

### **Non-Qualifying Experience**

1. Experience in a tax program limited to clerical processing of tax information, documents and/or routine interpretation and application of commonly used tax laws, rules and regulations will not be accepted as qualifying.
2. Experience as a periodic or part-time employee which involved primarily the preparation of individual income tax returns in a routine pre-determined format will not be accepted as qualifying.
3. Professional work experience, although such work may have been performed in a tax program, is not qualifying if it did not require substantive involvement in the interpretation and application of tax laws.

**Managerial Aptitude:** Applicants must possess managerial aptitude. Managerial aptitude will be considered to have been met through successful performance of, or substantial participation in, organizing, scheduling, and coordinating a group of activities in order to attain program objectives within time, resource and budgetary limitations; interest in management demonstrated by the performance of work assignments in a manner which clearly indicates awareness of problems and the ability to solve them; completion of educational or training courses in the areas of management accompanied by the application of principles, which were learned, to work assignments; management's observation and evaluation of the applicant's leadership and managerial capabilities; success in trial assignments to managerial and/or administrative tasks.

### **Substitutions Allowed**

1. A master's degree in Taxation from an accredited college or university may be substituted for one (1) year of Specialized Experience.
2. A law degree from a school of law accredited by a nationally recognized, specialized accrediting body (or a law degree deemed comparable by a nationally recognized specialized accrediting body), which included course work in tax laws, may be substituted for one (1) year of Specialized Experience.

### **Quality of Experience**

Possession of the required number of years of experience will not in itself be accepted as proof of qualification for a position. The applicant's overall experience must have been of such scope and level of responsibility as to conclusively demonstrate

that he/she has the ability to perform the duties of the position for which he/she is being considered.

**Selective Certification:**

Specialized knowledge, skills and abilities may be required to perform the duties of some positions. For such positions, Selective Certification Requirements may be established and certification may be restricted to eligibles who possess the pertinent experience and/or training required to perform the duties of the position.

Agencies requesting selective certification must show the connection between the kind of training and/or experience on which they wish to base selective certification and the duties of the position to be filled.

**Tests:**

Applicants may be required to qualify on an appropriate examination.

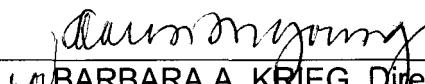
**Physical and Medical Requirements:**

Applicants must be able to perform the essential duties and responsibilities of the position effectively and safely, with or without reasonable accommodation.

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This is an amendment to the minimum qualification specification for the class TAXATION COMPLIANCE COORDINATOR approved on May 13, 2008.

DATE APPROVED: 11/15/2013

  
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BARBARA A. KRIEG, Director  
Director of Human Resources Development